

Administrative Office Technology (curriculum effective Jan 2016)

Administrative Certificate

Academic Plan Code: **5204023039**

Name	Student ID Number	Date Entered:	
Address	Phone:	Proposed Graduation Date:	
	Email:		
Student Signature:		Date:	
Advisor Signature:		Date:	

Remedial Courses As Needed	Grade	Semester Taken
010 RDG / 020 RDG / 030 RDG Reading Courses		
ENC090 - Foundations of College Writing I		
ENC091 - Foundations of College Writing II		
MT55 - Pre-Algebra		
MT65 - Elementary Algebra		

Advisor: Robert Smith
 Program Coordinator
 Office Systems Technology
 Technology Center Office No. 124
 P. O. Box 2100, 720 North Drive
 Hopkinsville, KY 42241-2100
 (270) 707-3892

General Education Courses	Credit Hours	Grade	Semester Taken
ENG101 - Writing I	3		
MT105(MT110) - Mathematics for Business	3		
Total Gen. Ed. Semester Hours	6		

Office Systems Technology Courses Administrative Certificate	Credit Hours	Grade	Semester Taken
CIT 105 - Intro. To Computer Applications	3		
OST110 - Document Formatting and Word Processing	3		
OST150 - Office Technology and Transcription	3		
OST160 - Database and Records Management	3		
OST215 - Office Procedures	3		
OST235 - Business Communications Tech.	3		
ACT101 - Basic Accounting and Applications	3		
CIS130 - Microcomputer Applications and Development	3		
Total Office Systems Tech. Semester Hours	24		

Total Semester Hours Required for Certificate	30
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